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OTE 87-5206

16 MAR 1987

MEMORANDUM FOR: Director of Information Technology

FROM:

Director of Training and Education

SUBJECT:

Commendation -
Consulting Services Branch

1. Beginning in August 1986, [] was the Consulting Services representative who gathered the requirements for automating the scheduling of courses and conferences []

[] quickly proved to be very adept in researching and developing an automated method to solve the problems of scheduling the numerous facilities [] for a variety of purposes and time periods. She also provided the capability to generate various ad hoc, daily, and year-end statistical reports which will provide the data we need to improve our scheduling procedures.

2. By October, [] had completed a User's Manual as well as a quick reference for report procedures. Her patience and interpersonal skills were particularly helpful in helping us solve the inevitable issues that arose as the system developed. Automation of scheduling conferences and courses has been a long-time goal of this Office, and we are most appreciative of [] assistance and support in helping us meet it.

Admin [] 13March87

Distribution:

Orig. - Addressee

1 - Registry

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